



#### Ashland Inc.

500 Hercules Road Bldg. 8139, Room 226 Wilmington, DE 19808 Tel: 302-594-7020, Fax 302-654-7554 rtwilliams@ashland.com

Richmond L. Williams
Chief Counsel, Environmental Litigation

April 4, 2013

VIA FEDERAL EXPRESS

Harry R. Steinmetz (3HS62) U.S. Environmental Protection Agency, Region III 1650 Arch Street Philadelphia, PA 19103-2029 ORIGINAL

Re: USEPA's 104(e) Request for Information - Safety Light Corporation Superfund Site

Dear Mr. Steinmetz:

The following is submitted on behalf of Ashland Inc. ("Ashland") in response to the 104(e) Request for Information ("RFI") from the United States Environmental Protection Agency, Region III ("EPA") directed to Ashland regarding the Safety Light Corporation Superfund Site (the "Site").

Ashland understands the RFI is intended to seek information and documents for the period 1945 to the present regarding any business relationship(s) Ashland may have had with the Site and its predecessor or affiliated companies identified in the RFI. In 1997, Ashland formalized its corporate Records Management Policy (ASH00001 – ASH00004) to maintain a system to ensure the proper maintenance and disposition of its records and documents. Records are retained as long as required for (a) business operations or archival purposes, or (b) to satisfy legal or regulatory obligations, as reflected in the Records Management Master Schedule. Once the retention period for a record has expired, the record is disposed of. The retention period for most possible records sought by EPA have long since expired with respect to records generated or received over the past sixty-eight (68) years.

Additionally, Ashland is a diversified business entity, including various divisions, subsidiaries and affiliates, and entities acquired through various corporate acquisitions ("Ashland Entities"). The RFI does not limit a search of Ashland Entities to a geographic location over the sixty-eight (68) year time span that would permit Ashland to conduct a reasonable search to identify any business transactions with the Site and its predecessor or affiliated companies.

Subject to both the general and specific objections noted below, and without waiving any rights, defenses and/or privileges that may be available to Ashland at law and/or equity, Ashland submits the following responses and states that as of this date, after a diligent search and review of Ashland's records known to exist at this time and consulting with current and former employees, it has not located any information or records regarding Ashland's business relationship(s) with the Site and its predecessor or affiliated companies identified in the RFI.

USEPA provided Ashland with several documents obtained from the Site that purportedly suggest a business arrangement existed between U.S. Radium Corp., the Site's affiliate, and Drew Chemical Corporation, a company that was acquired by Ashland ("Drew") (see, ASH00005 – ASH000011). Ashland has reviewed these documents. The information contained in the documents EPA provided do not establish a business relationship between Ashland and the Site and/or give rise to CERCLA liability 42 U.S.C. Section 9607(a).

ASH00005 — ASH0007 are purchase orders from 1966 issued by Drew to U.S. Radium Corporation in Morristown, NJ for the purchase of radium strips that are accessories for Barber Colman gas chromatography ionization detectors. ASH00008 — ASH00010 are purchase orders from 1966 and contain charges relating to disposal of radioactive material, however they neither show a nexus to the Site nor that actual disposal occurred. ASH00011 is an unreadable data sheet.

In 1966, Drew's operations at the Boonton location involved a chemical business (the processing, blending and repackaging of marine chemicals, fuel oil treatment compounds, tank cleaning compounds, water treatment chemicals, defoamers for the pulp and paper industry, biocides) and a vegetable oils business. In 1981, Ashland acquired U.S. Filter Corp. who owned the stock of Drew. However, the assets of Drew's vegetable oil business had previously been acquired by Pacific Vegetable Oil Company in 1970. Ashland is not a successor-in-interest to Pacific Vegetable Oil.

These records do not contain information that would allow a reader to determine if ASH00005 – ASH00011 are subject of the operation of Drew's chemical or vegetable oil business. Accordingly, EPA has not established a nexus between the Drew chemical business (acquired by Ashland) and the Site. Further, ASH00005 – ASH00007 do not establish CERCLA liability under 42 U.S.C. Section 9607(a) as they show the sale of goods by U.S. Radium to Drew.

Ashland reserves its rights to continue its review and to supplement, modify, and/or amend its responses should additional information become available as a result of further investigation.

April 4, 2013

# **General Objections**

Ashland asserts the following general objections to the RFI and reserves all rights, defenses, privileges and protections with respect to its responses to the RFI. Ashland incorporates by reference the foregoing general objections into each of its responses to the individual information requests to the extent applicable, and will therefore not restate such objections within all individual responses.

- 1. Ashland objects to the RFI to the extent that it seeks information that is not in Ashland's possession, custody or control. Subject to this objection, Ashland has reviewed information currently available to Ashland and relevant to the RFI. Ashland expressly states that its response to the RFI is limited by the current availability of information, and reserves the right to supplement, modify and/or amend its response if new or additional information becomes available.
- 2. Ashland objects to the RFI to the extent documents and/or information requested seek attorney/client communications, work product or any other documents or information protected from disclosure pursuant to any applicable privilege. Ashland specifically reserves all rights to assert legally recognized privileges to protect against the disclosure of information including, without limitation, the attorney-client privilege and the protection from disclosure pursuant to the work product doctrine. Ashland does not waive any such right or privilege by its response to the RFI, and hereby specifically asserts such privileges and protections as applicable. The inadvertent disclosure of privileged documents, or disclosure of documents labeled as privileged but initially deemed to be mislabeled, shall not waive any applicable privilege available to Ashland.
- 3. Ashland objects to any requirement to produce documents or information already in the possession of USEPA, Region III, or of another government agency or is otherwise already in the public domain.
- 4. Based upon its review of the RFI, Ashland regards individual components of the RFI as vague or ambiguous. By way of example only, RFI is vague or ambiguous to the extent that it does not define various terms or purports to define terms other than by their commonly understood meaning. Ashland specifically states that it has provided responses to the RFI based upon its understanding of the requests and the common usage of specific terms not otherwise defined.

- 5. Ashland further objects to the RFI to the extent that any individual request is overly broad and/or that responding thereto would be unduly burdensome. In this respect, Ashland specifically objects to the RFI in that it purports to require information for a period of time spanning sixty-eight (68) years (1945 to the present) involving hundreds of Ashland business entities throughout the Unites States when the only company identified by USEPA's documents is Drew.
- 6. Ashland objects to the RFI's definition of "documents" to the extent it extends to documents not in Ashland's possession, custody, or control. Ashland disclaims any responsibility to search for, locate, and provide EPA copies of any documents not in Ashland's possession, custody, or control.
- 7. Ashland objects to the extent that the RFI, including the "Instructions" contained therein, purports to impose on Ashland's obligations beyond those established under the authority of Section 104(e). Authority under Section 104(e) authorizes USEPA to seek information relating to the following: (A) the identity, nature and quantity of materials that may have been treated, stored, or disposed of at a vessel or facility or transported to a vessel or facility, (B) the nature and extent of a release or threatened release or a hazardous substance or pollutant or contaminant at or from a vessel or facility and (C) information relating to the ability of a person to pay for or to perform a cleanup.
- 8. Ashland objects to the definition of "you," "yours" and "Respondent" because the terms are overbroad and it is not possible for Ashland to answer questions on behalf of all the persons and entities identified therein.
- 9. Nothing in this response is intended to waive, restrict or otherwise impair any arguments or defenses to CERCLA liability or otherwise, and Ashland hereby expressly preserves its right and ability to raise any and all such arguments and defenses.

# **USEPA's Questions and Ashland's Responses**

 Describe in detail any and all business relationship(s) between Ashland and Safety Light or its affiliates i.e., Safety Light Corporation, U.S Radium Corporation, Lime Ridge Industries, Inc., USR Industries, Inc., USR Metals, Inc., Metreal Corporation, Isolite Corporation, U.S. Natural Resources, Inc., USR Chemical Products, Inc., USR Lighting Products, Inc., UNATCO Funding Corporation or Shield Source Incorporated, as defined above.

# Response:

In addition to the General Objections set forth above, Ashland objects to Question No. 1 on the basis that it is overbroad and unduly burdensome as it seeks information covering a sixty-eight (68) year time span (1945 to the present) and seeks information and records of potentially hundreds of Ashland business operations throughout the United States during that time period when the only company identified by USEPA's documents is Drew.

Subject to and without any waiver of its objections, Ashland states that as of this date, after a diligent search and review of Ashland's records known to exist at this time and consulting with current and former employees, it has not located any information or records establishing a business relationship between Ashland and Safety Light or its affiliates i.e., Safety Light Corporation, U.S. Radium Corporation, Isolite Corporation, U.S. Natural Resources, Inc., USR Chemical Products, Inc., USR Lighting Products, Inc., UNATCO Funding Corporation or Shield Source Incorporated.

USEPA provided Ashland with several documents obtained from the Site that purportedly suggest a business arrangement existed between U.S. Radium Corp., the Site's affiliate, and Drew Chemical Corporation, a company that was acquired by Ashland ("Drew") (see, ASH00005 – ASH000011). Ashland has reviewed these documents. The information contained in the documents EPA provided do not establish a business relationship between Ashland and the Site and/or give rise to CERCLA liability 42 U.S.C. Section 9607(a).

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In 1966, Drew's operations at the Boonton location involved a chemical business (the processing, blending and repackaging of marine chemicals, fuel oil treatment compounds, tank cleaning compounds, water treatment chemicals, defoamers for the pulp and paper industry, biocides) and a vegetable oils business. In 1981, Ashland acquired U.S. Filter Corp. who owned the stock of Drew. However, the assets of Drew's vegetable oil business had previously been acquired by Pacific Vegetable Oil Company in 1970. Ashland is not a successor-in-interest to Pacific Vegetable Oil.

Harry R. Steinmetz (3HS62) U.S. Environmental Protection Agency, Region III

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These records do not contain information that would allow a reader to determine if ASH00005 – ASH00011 are subject of the operation of Drew's chemical or vegetable oil business. Accordingly, EPA has not established a nexus between the Drew chemical business (acquired by Ashland) and the Site. Further, ASH00005 – ASH00007 do not establish CERCLA liability under 42 U.S.C. Section 9607(a) as they show the sale of goods by U.S. Radium to Drew.

2. Did Ashland ever send, transport or ship, or otherwise arrange for transportation or shipment of, radioactive materials or items containing radionuclides to the Site?

# Response:

See Ashland's response to Question No. 1.

3. Did Ashland ever send, transport or ship, or otherwise arrange for transportation or shipment of, radioactive materials or items containing radionuclides to Safety Light Corporation, U.S. Radium Corporation, Lime Ridge Industries, Inc., USR Industries, Inc., USR Metals, Inc., Metreal Corporation, Isolite Corporation, U.S. Natural Resources, Inc., USR Chemical Products, Inc., USR Lighting Products, Inc., UNATCO Funding Corporation or Shield Source Incorporated?

## Response:

See Ashland's response to Question No. 1.

- 4. If you answered "yes" to Question 2 or Question 3, please respond to the following:
  - a. Provide the time period during which each such transaction occurred.

	<b>es</b>			

NA.

b. Provide the purpose or reason for each such transaction.

# Response:

NA.

- c. For each and every transaction, provide:
  - i. the entity to which you sent radioactive materials or items containing radionuclides (i.e., Safety Light Corporation, U.S. Radium Corporation, Lime Ridge Industries, Inc., USR Industries, Inc., USR Metals, Inc., Metreal

Corporation, Isolite Corporation, U.S. Natural Resources, Inc., USR Chemical Products, Inc., USR Lighting Products, Inc., UNATCO Funding Corporation or Shield Source Incorporated);

Res	DO	ns	e:
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NA.

ii. a detailed description of each radioactive material or item or type of item(s) sent and the amount of radionuclides contained within each such material or item(s);

# Response:

NA.

ii. the method used to send or transport such radioactive materials or items to the Site (e.g., hauler, U.S. mail, etc.);

III.

# Response:

NA.

iv. the date(s) of the pickup and delivery of radioactive material or item(s) containing radionuclides:

# Response:

NA.

d.

NA.

<b>v</b> .	all documents relating to the transaction, including but not limited to invoices, and correspondence regarding the type, amount and transportation/disposal of the radioactive material or item(s) containing radionuclides to the Site; and
	Response:
	NA.
vi.	the name, title, areas of responsibility, current (or most recent) addresses, and telephone numbers of other persons or parties that have documentation or information pertaining to the transportation/disposal of radioactive material or item(s) containing radionuclides to the Site, and/or to the entities identified in Question 3.
	Response:
	NA.
transp explai	response to the above includes the contracting of a hauler or transporter to out and/or dispose of radioactive material or item(s) containing radionuclides, in these arrangements and provide all documentation relating to those transactions. lition, please identify:
i.	the persons with whom you, or other such persons, made such arrangements;
	Response:
	NA.
ii.	every date on which such arrangements took place;
	Response:

e.

NA.

iii.	for each transaction, the nature and quantity of material, including its chemical content, characteristics, physical state (e.g., liquid, solid), and the process for which the substance was used or the process that generated the substance;
	Response:
	NA.
iv.	the persons who selected the Site as the place at which materials were disposed or treated; and
	Response:
	NA.
V.	the names of employees, officers, owners, and agents for each transporter.
	Response:
	NA.
	ach and every instance in which you/your company arranged for radioactive al to the Site, identify;
i.	the quantity (number of loads, gallons, drums) of materials that were used, treated, transported, disposed, or otherwise handled by you;
	Response:
	NA.
ii.	any billing information and documents (invoices, trip tickets, manifests) in your possession regarding arrangements made with your company to generate, treat, store, transport, and/or ship materials to the Site; and
	Response:

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f.

g.

h.

2013	
iii.	the names, titles, and areas of responsibility of any persons, including all Ashland employees, present and former, who were involved in or would have knowledge of such arrangements.
	Response:
	NA.
	ribe any permits or applications and any correspondence between Ashland and any atory agencies regarding materials transported to or disposed of at the Site.
Resp	onse:
NA.	
	de copies of any correspondence between Ashland and any third party regarding rials transported to or disposed of at the Site.
Resp	onse:
NA.	
gene	de the identify of, and copies of nay documents relating to, any other person who rated, treated, stored, transported, or disposed, or who arranged for the treatment ge, disposal, or transportation of such materials to the Site.
Resp	onse:
NA.	

Provide the identities of any and all of your predecessors-in-interest who, during the period 1945 to the present, transported to or stored, treated, or otherwise disposed of any materials at the Site and describe in detail the nature of your predecessor-ini. interest's business.

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# Response:

NA.

5. Did Ashland ever generate other waste(s), not described in response to Questions 2 or 3, above, that were disposed of or reclaimed by Safety Light Corporation, U.S. Radium Corporation, Lime Ridge Industries, Inc., USR Industries, Inc., USR Metals, Inc., Metreal Corporation, Isolite Corporation, U.S. Natural Resources, Inc., USR Chemical Products, Inc., USR Lighting Products, Inc., UNATCO Funding Corporation or Shield Source Incorporated

# Response:

In addition to the General Objections set forth above, Ashland objects to Question No. 5 on the basis that it is overbroad and unduly burdensome because it covers a time span of sixty-eight (68) years (1945 to the present) and seeks information and records for hundreds of Ashland business entities throughout the United States during that time period when the only company identified by EPA's documents is Drew.

Subject to and without any waiver of its objections, Ashland states that as of this date, after a diligent search and review of Ashland's records known to exist at this time, and consulting with current and former employees, it has not located any information or records that Ashland ever generated other waste(s), not described in response to Questions 2 or 3, above, that were disposed of or reclaimed by Safety Light Corporation, U.S. Radium Corporation, Lime Ridge Industries, Inc., USR Industries, Inc., USR Metals, Inc., Metreal Corporation, Isolite Corporation, U.S. Natural Resources, Inc., USR Chemical Products, Inc., USR Lighting Products, Inc., UNATCO Funding Corporation or Shield Source Incorporated.

6. For each question above, provide the name, title, area of responsibility, current address, and telephone number of all persons consulted in preparation of the answers, or who supplied documents reviewed or relied upon in the course of preparing your answers.

# Response:

Beth Moore, Senior Purchasing Specialist, Ashland Inc Kristi Hames, Industrial Hygiene Project Manager, Ashland Inc. Tom Keenan, Chemist, Ashland Inc. Dave Miller, former Radiation Specialist Officer, Ashland Inc.

Joseph French, Senior Counsel, Ashland Inc., Law Department Kim Czir, Director, Corporate Real Estate Department, Ashland Inc. Christin Grubaugh, SAP Master Data Manager, Ashland Inc. Steven Prescott, Research Center, Ashland Inc. Greg Hays, former Sales Manager, Drew Chemical Corporation Bill Dondarski, former Plant Manager, Drew Chemical Corporation Robert Mihok, former Facilities Manager, Drew Chemical Corporation

The above individuals may be contacted through Richmond L. Williams, Chief Counsel – Environmental Litigation, Ashland Inc., 500 Hercules Road, Bldg. 8139, Room 226, Wilmington, DE 19808, 302.594.7010.

7. If you have reason to believe there may be persons able to provide more detailed or complete response to any question contained herein, or who may be able to provide additional responsive documents, provide the names, titles, areas of responsibility, current addresses, and telephone numbers of such persons as well as additional information or documents they may have.

# Response:

In addition to the General Objections set forth above, Ashland objects to Question No. 7 on the basis that it is overbroad and unduly burdensome because it covers a time span of sixty-eight (68) years (1945 to the present) and seeks information and records for hundreds of Ashland business entities throughout the United States during that time period when the only company identified by USEPA's documents is Drew.

Subject to and without any waiver of its objections, Ashland states that beginning in 1981 it former Ashland Distribution Environmental Services business ("ES") partnered with vendors throughout the U.S. to properly treat and dispose of waste from Ashland's business operations throughout the United States. On March 31, 2011, Ashland closed the sale of its global distribution business, known as Ashland Distribution, to Nexeo Solutions, LLC, an affiliate of TPG Capital ("Nexeo") and all ES records were transferred to Nexeo. Ashland suggests that USEPA contact Nexeo who could possibly have responsive information and documents. Nexeo's contact is:

Michael B. Farnell, Jr.
Chief Legal Officer
Nexeo Solutions, LLC
9303 New Trails Drive
Suite 400
The Woodlands, TX 77381

Additionally, Ashland understands that all radioactive sources must be registered, handled, and disposed of in accordance with all applicable local, state, and federal regulations. Ashland suggests that USEPA seek information regarding entities that conducted business with the Site and its predecessor or affiliated companies identified in the RFI from the respective regulating agencies (e.g., Atomic Energy Commission and Nuclear Regulatory Commission, and state regulating authorities).

8. If you have any other information about other party(ies) who may have information that may assist the Agency in its investigation of the Site, or who may be responsible for the generation of, transportation to, or release of contamination at the Site, please provide such information. The information you provide in response to this request should include the party's name, address, type of business, and the reasons why you believe the party may have contributed to the contamination at the Site or may have information regarding the Site.

# Response:

In addition to the General Objections set forth above, Ashland objects to Question No. 8 on the basis that it is overbroad and unduly burdensome because it covers a time span of sixty-eight (68) years (1945 to the present) and seeks information and records for hundreds of Ashland business entities throughout the United States during that time period when the only company identified by USEPA's documents is Drew.

Subject to and without any waiver of its objections, Ashland states that at this time, it has no information about other party(ies) who may have information that may assist the Agency in its investigation of the Site, or who may be responsible for the generation of, transportation to, or release of contamination at the Site.

- If any of the documents solicited in this information request are no longer available, please indicate the reason why they are no longer available. If pertinent records or documents were destroyed or are missing provide us with the following;
  - a. Your document retention policy;

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# Response:

In addition to the General Objections set forth above, Ashland objects to Question No. 9 on the basis that it is overbroad and unduly burdensome because it covers a time span of sixty-eight (68) years (1945 to the present) and involves hundreds of Ashland business entities throughout the United States during that time period when the only company identified by USEPA's documents is Drew.

Further, in 1997, Ashland formalized its corporate Records Management Policy (ASH00001 – ASH00004) to maintain a system to ensure the proper maintenance and disposition of its records and documents. Records are retained as long as required for (a) business operations or archival purposes, or (b) to satisfy legal or regulatory obligations, as reflected in the Records Management Master Schedule. Once the retention period for a record has expired, the record is disposed of. The retention period for most possible records sought by EPA have long since expired with respect to documents generated or received over the past sixty-eight (68) years

Subject to and without any waiver of its objections, and without any waiver of its objections, Ashland states that as of this date, after a diligent search and review of Ashland's records known to exist at this time and consulting with current and former employees, it has not located any information or records establishing a business relationship between Ashland and Safety Light or its affiliates i.e., Safety Light Corporation, U.S. Radium Corporation, Isolite Corporation, U.S. Natural Resources, Inc., USR Chemical Products, Inc., USR Lighting Products, Inc., UNATCO Funding Corporation or Shield Source Incorporated

b. A description of how the records were destroyed (burned, archived, trashed, etc.) and the approximate date of destruction;

### Response:

See Ashland response to Question No. 9 (a).

c. A description of the type of information that would have been contained in the documents; and

# Response:

See Ashland response to Question No. 9 (a).

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d. The name, job title and most current address known by you of the person(s) who would have produced these documents; the person(s) who would have been responsible for

the retention of these documents; and the person(s) who would have been responsible for the destruction of these documents.

# Response:

See Ashland's response to Question No. 9 (a).

In replying to this RFI, Ashland has not, and shall not be deemed to have admitted any liability or responsibility with respect to the Site, the subject matter of the RFI or any other matter. If you have any questions concerning any response herein, please contact me.

Sincerely,

Richmond L. Williams

R. I. Wile.

**Enclosures** 

# MAY 26 1966 PURCHASE ORDER

hone (201) DE 4-2900

SHIP TO: XX BOONTON, N. J.

065092 MAY26

VENDOR:

U. S. RADIUM CORP. BOX 246 MORRISTOWN, N. J.

ORDER NO. G

6685

IMPORTANT: ALL TRAMA AND CONDITIONS ON THE FACE HERGOF AND REVERSE SIDE HERGOF ARE A PART OF THE CONTRACT. READ THEM, SO SUBSTITUTION 98 CHANGES SHALL BE MADE WITHOUT RRITTEN APPROVAL DF OREW CHEMICAL CORPORATION.
HOTE: THE FOLLOWING CLAUSE MUST APPEAR ON ALL INVOICES:
"MATERIALS ON WORK COVERED BY THIS HIVDICE PROBUCES IN CONFRONTY WITH THE YARR LABOR STANDARDS ACT AS AMENDED."

MAY 25 1966

SHIP TO ARRIVE

ASAP

OTHERWISE NOTIFY US AT DICE

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(HEREIN CALLED CONTRACTOR)

F.O.8.:

BOONTON

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15 X 58 M/M 2 PCS WITH NOTCH AND CURVED SHAPE FOR M-10 GC OPERATION

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- t, OUR PURCHASE ORDER NO.
- . Z. ITEM NO.
- 8. COMPLETE DESCRIPTION

IN MULTIPLE PACKAGE SHIPMENTS CLEARLY DESIGNATE PACKAGE IN WHICH PACKING SHEET IS ENCLOSED.

DIRECT ALL INQUIRIES

T. J. THOMAS

DREW CHEMICAL CORPORATION.

F. G. SCHMITT

MAIL INVOICE IN DUPLICATE TO 416 DIVISION ST. BOONTON, N. J.

# UNITED STATES RADIUM CORPORATION

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# UNITED STATES\_RADIUM CORPORATION MORRISTOWN, NEW JERSEY

SOLD DREW Chemical Corporation

To his Division Stroot

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Market invoce mage invoce m

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2	For M-10 60 ops					
3	Same as carleor	DOLLARS   F1	#2	#3		
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PURCHASE ORDER RECHTSH. H. J.

Phone (201) DE 4-2900

NOTE: THE FOLLOWING CLAUSE MUST APPEAR ON ALL INVOICES: "MATERIALS OF WORK COVERED AT THE HUMAN

DEC 14 1966 SHIP TO: 2 BOONTON, N. J. (DELIVERIES ACCEPTED 7:30 A.M. TO 3:00 P.M.)

065653 DEC14

VENDOR:

U. S. RADIUM CORP. P.O.BOX 246 Morristown, New Jersey

DATE	December 12, 1900
Г	SHIP TO ARRIVE
,	
	ЛЗАР
	OTHERWISE NOTIFY US AT ONCE

F.O.B.:

TERMS: Net 30 Boonton, (HEREIN CALLED CONTRACTOR) MATERIAL QUANTITY HEM (TO COVER DISPOSAL SERVICE OF RADIOACTIVE MATERIAL IN DETAIL: 21 pcs. Ra 226 STRIPS, USED IN BARBER COLMAN 10-M GC detector cells. @ 56-40/6 \$30.00 THIS MUST BE DONE ACCORDING TO THE NEW JERSEY STATE RADIATION PROTECTION CODE (CHAPTERS 4.6 and

> CONTACT J. BARANDY, RADIATION OFFICER TO MAKE ARRANGEMENTS

Ship 10/16

Appen .

IMPORTANT: EACH SHIPMENT MUST BE ACCOMPANIED BY A PACKING SHEET INDICATING

1. OUR PURCHASE ORDER NO.

Z. ITEM NO.

B. COMPLETE DESCRIPTION

IN MULTIPLE PACKAGE SHIPMENTS CLEARLY DESIGNATE PACHAGE IN WHICH PACKING SHEET IS ENCLOSED.

DIRECT ALL INQUIRIES

T. J. THOMAS

DREW CHEMICAL CORPORATION

F. G. SCHMITT

MAIL INVOICE IN DUPLICATE TO 416 DIVISION ST. BOONTON, N. J.

Twen Charloal Corporation 436 Division Street Econton, Non Jersey SOLD TO

# UNITED STATES RADRUM CORPORATION MORRISTOWN, NEW JERSEY

Nº 15206 12-12-66 BL 06565

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# UNITED STATES RADIUM CORPORATION MORRISTOWN, NEW JERSEY

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# **Records Management**

#### Policy Statement

Ashland Inc., its commercial units and majority-owned or controlled subsidiaries ("Ashland") will maintain a system to ensure the proper maintenance and disposition of its documents and records.

Records will be retained only as long as required for (a) business operations or archival purposes, or (b) to satisfy legal or regulatory obligations, as reflected in the Records Management Master Schedule, after which time the Records will be promptly disposed of.

### Overview

Information embodied in records is a vital and strategic asset. Ashland is the owner of all records created, received, and/or maintained by its employees in connection with business operations and other activities.

Records management is an important, necessary, and prudent business practice as well as a critical legal and regulatory compliance matter. A strong, effective, and viable Records Management Program can achieve many purposes, including the following:

- Protect Ashland's valuable records and information, whether in paper, electronic, or other forms or media;
- Enable Ashland to comply with applicable laws and regulations, including those related to records retention, data privacy, and other legal and regulatory requirements;
- Enable Ashland to respond to informational requests from courts, lawyers, regulators, shareholders, and others; and
- Improve employee productivity and shared learning through efficient information management.

Each employee must be familiar with and adhere to Ashland's Records Management Policy.

# Benefits of Records Management

Ashland benefits from records management because it helps to:

- Meet applicable legal and regulatory standards;
- · Eliminate outdated and useless records;
- Minimize the cost of records retention;
- Increase efficiency of records retrieval; and
- Optimize the use of electronic and physical storage space.

### Viability of Storage Method

Owners of Records must ensure their method of storage is usable for the entire Required Retention Period. Long term viability is an issue for all storage methods (e.g., fading of ink on hardcopy documents, brittleness of microfilm, CD rot, etc.); however this issue is of particular concern for electronic storage. Owners of Records stored electronically must ensure that the Records remain in a readable condition throughout the Required Retention Period and that technologies required to access the Records are maintained or the Records are converted to a method of storage that can be accessed.

# Records Hold Obligations

A hold order is issued at the direction of the Law Department with litigation, governmental investigation or proceeding, or audit has begun or is reasonably likely to begin. All records destruction is suspended insofar as it relates to either the subject matter of such litigation or governmental investigation or proceeding and/or the relevant records involved. All corporate records related to that matter must be maintained until further notice from the Law Department.

Employees are strictly prohibited from destroying, altering, or otherwise concealing records that may be subject to a hold order.

The Law Department will notify you when a hold order is in effect and will provide and special instructions regarding maintenance or transfer of relevant records. The hold order is applicable to all records in existence at the time the hold order is placed and to any subsequently created or received records relevant to the subject matter of the hold order.

When the litigation, governmental proceeding, or audit has concluded, all identified persons will be notified that the hold order has been withdrawn. All records that were the subject of the hold order will immediately revert to their normal retention periods. If the official retention time has expired, the records should be destroyed promptly.

Please be aware that the unauthorized or premature destruction of corporate records that are relevant to a hold order can subject Ashland and individual employee(s) to severe legal and disciplinary consequences, including criminal charges for obstruction of justice, civil penalties or spoliation of evidence, and termination of employment.

Maintenance and Application of the Records Management Master Schedule The Records Management Master Schedule identifies Ashland Corporate Records and their corresponding retention periods. All employees should become familiar with the Records Management Master Schedule. The Records Management Master Schedule will be updated in response to business related appeals or changed to laws or regulations.

It is the responsibility of employees to notify Records Management of additional record types that need to be added to the schedule and to remove types that are no longer relevant and should not be on the retention schedule. Records Management will also periodically survey employees to identify updates, additions, or deletions needed to the Records Management Master Schedule.

The retention periods shown on the Records Management Master Schedule for regulated records are generally based on United States federal laws. However, state, local, and other requirements for record keeping may be more stringent and must be followed.

Employees will adhere to the Records Management Master Schedule for all Records unless the Record is on hold. Specifically:

- Records will be retained for at least the period required by international, federal, state, and local laws governing the management of that type of Records;
- Records Management must approve any addition, deletion or revision to the Records Management Master Schedule;
- Once a Record is finalized, drafts may not be retained;
- Copies of Records may not be retained longer than the longest Required Retention Period for the original Record; and
- When a matter or project contains Records subject to more than one Required Retention Period, the longest Required Retention Period must be used for that matter or project. The Required Retention Period is measured from when the Record ceases to be active or current.

All Records not specifically categorized on the Records Management Master Schedule are considered "Miscellaneous Records" and may be kept for any period up to but not exceeding two years at the discretion of management.

# Third Party Storage

Whenever possible, Records should be sent to the Ashland Records Center in Russell, Kentucky for storage and disposal. If it is not feasible, a third party records center may be used. It is the responsibility of the Owners of Records to ensure that the third party provider complies with all of Ashland's Records Management policies and procedures, including but not limited to:

- Retaining Records in a facility offering security against unauthorized access;
- Protecting Records against natural or man-made disasters (e.g., earthquake, fire, etc.);
- Handling Records confidentially;
- Providing adequate access and prompt, efficient handling of Records;
- Disposing of Records in accordance with the Records Management Master Schedule; and
- Placing Records "on hold" when and as directed by Ashland.

# Disposal of Records

Employees will use disposal methods appropriate to the information contained in the Record once its Required Retention Period has expired.

Employees will shred Records containing information covered by privacy laws or information that is considered confidential.

Records Management
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#### **Definitions**

Owners of Records – Owners of Records are responsible for maintaining the records to meet operating, legal and/or fiscal requirements. The owners must ensure their method of storage is usable for the entire Required Retention Period.

Record – Recorded information created within or received by Ashland that has been or is used in the accomplishment of work, and/or maintained as evidence, and information by Ashland in compliance with legal or regulatory obligations, or in the course of business. This information can either be an original or a copy, and may be in the form of a paper document, an electronic file on a hard drive or shared drive, or various other media types such as tape recordings, CDs, DVDs, or videos.

Records Management Master Schedule – A listing that identifies the types of Records held by Ashland and specifies the Required Retention Period for each Record.

Required Retention Period – The length of time that a Record must be retained for fiscal, historical, legal, operational, or other purposes before being destroyed unless destruction is suspended by Ashland's Law Department.

Responsible Party

Ashland's General Counsel is responsible for implementation of, and amendments to, this policy.

Scope

This policy applies to Ashland.

**Effective Date** 

01 October 2009

From: (614) 790-3319 Mary Donahue Ashland Inc. 5200 Blazer Parkway

Dublin, OH 43017

Origin ID: OSUA

Ship Date: 04APR13 ActWgt: 1.0 LB CAD: 101272246/INET3370 Delivery Address Bar Code



**BILL SENDER** 

SHIP TO: (614) 790-3319 Harry R. Steinmetz (3HS62) **US EPA Region III** 1650 Arch Street

PHILADELPHIA, PA 19103

Ref# Invoice # PO# Dept#

> TRK# 7994 5032 7325 0201

FRI - 05 APR 10:30A PRIORITY OVERNIGHT

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Ref# Invoice # PO# Dept#

> TRK# 7994 5032 7325 0201

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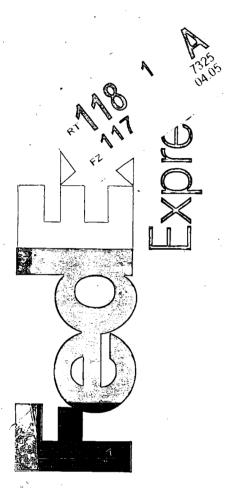
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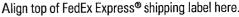


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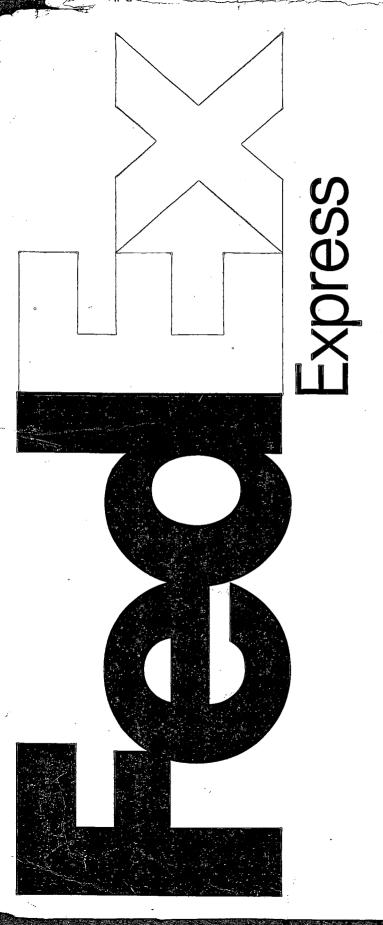
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